

INITIAL INVESTIGATORY FORM

(To Be Completed by Investigator  
based on interview of complainant  
in person)

(Questions 1-9 should  
be answered in every  
case)

1. What are the names, addresses and phone numbers of persons who can testify in your behalf concerning how you were discriminated against?
2. What relief complainant is seeking?
  - A. Backpay
  - B. Reinstatement
  - C. Promotion
  - D. Equal Pay
  - E. Hire
  - F. Other
3. How many employees are there in the company's (respondent's work-force)?
4. How many of the employees are minorities and/or women?
5. In what positions are the minorities and/or women employed by the Company (respondent)?
6. Do you know if anyone else had a similar experience with the Company (respondent)? If so, give name (s), address (es), telephone number (s):
7. Are you a member of a union? If so, which one?
8. Have you brought a union grievance? Has an arbitration hearing been held? What relief?
  - (a) Is there a grievance procedure in your company?
9. Was there any discriminatory information asked on application form, in interview, telephone conversation? (nationality, race, birthplace, religion, photograph, arrests, conviction, sex, garnishments, height, weight, hypertension, references, etc.)?

HIRING CASE

(Proceed through to question 18)

10. Date of application and other contacts with Respondent:
11. Did complainant fill out and hand in application form?
12. Did complainant observe any differential treatment?
13. Did person notice any prejudicial statements or actions by the company's personnel?
14. Did complainant observe any differential treatment?
15. Were you given any traditional tests? Describe the tests and circumstances under which tests were given:



16. Did complainant get to see graded tests?
17. Was person told whether he/she passed or failed?
18. What reasons were given by company for not being hired?
19. How did you find out about the job?

COMPENSATIONS AND PROMOTION  
(Proceed through to question 37)

20. What is your present job?
21. What is your seniority (company, plant, craft, department, etc.)?
22. How did you find out about the job?
23. Was it posted?
24. What are the qualifications necessary for promotion/added compensation?
25. Why do you think you should have been promoted/given added compensation?
26. What were reasons for denying promotion/added compensation?
27. Were others promoted/given added compensation? (Names/addresses/phone numbers)
28. What were their qualifications (include attendance record).
29. What is your attendance record?
30. Are there any other (minority) (male) (female) employees holding similar jobs to yours? (names/addresses/phone numbers).
31. Any (minority) (male) (female) employees demoted/promoted/given added compensation? (names/addresses/phone numbers).
32. Are performance evaluation forms used?
33. Is so, were you shown evaluation form?
34. Are tests used for promotions/added compensation? If so, list:



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35. Who is your immediate supervisor?

36. Who made decisions as to promotions/compensation/demotion?

37. Who are personnel director and company president?

NOTE: Remember, the cases may have to go to hearing, so we need the most detailed information we can get on this form.

38. OTHER COMMENTS: